

# **TOPIC: Process to Donate Leave**

Where: Employee Leave Balance Page

**Who**: Employee

When: Anytime during pay period

# Purpose:

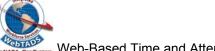
An employee may donate their accrued or restored annual leave to any Federal employee on the Voluntary Leave Share program. The maximum number of use/lose annual leave hours a Leave Donor may donate is the lesser of the following: no more than half the accruals earned in the current leave year or no more than the number of hours remaining in the leave year for which he/she is scheduled to work. The employing agency may waive these limitations under special circumstances. The minimum leave amount an employee may donate is one hour. Additionally, if the President has declared an emergency (i.e., Hurricane Katrina, etc.) he/she may donate leave to a leave pool to be used by those employees affected by the emergency. Employees may not donate leave to their immediate supervisor. Once approved, a leave donation is not revocable.

# Request Procedure to Donate Leave within NASA:

1. From the employee Leave Balance page, click on the Donate Leave within NASA request form link.



2. All fields are required. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy, read the certification and privacy act statements, and then click SUBMIT REQUEST (located beneath the privacy act statement)



## Request to Donate Annual/Restored Leave for CHARMING, PRINCE P (198) 5

	This request may be su	ibmitted. Please review the Certific	ation and Priva	acy Act statements at the bottom of this form button.	i. Aπer review, click the Submit
Co	ontinue				
Amo	ount of ANNUAL LEAVE to be don	ated	24.0	Hame of individual to whom leave is being donated	Porky Pig
Amo	ount of RESTORED ANNUAL LEAVE	E to be donated	12.0	Center of individual	MSFC
If the	e hours I donate are returned ur	nused, I prefer the hours to be returned in one	of the following:	Relationship (if any) to whom leave is donated	
0	Current Leave Year				
0	Next Leave Year				
	nments (include justification	en)			
Con	, , , , , , , , , , , , , , , , , , , ,	,			
ld	Status	Changed On	l Ch	anged By	Remark
ld 22	Status REQUEST_EDITINO			-	Romark Had his mouth wired shut.
22 Certif I requi	Status REGUEST_EDITING Rication at this annual leave be transferred rejected to forted annual leave durin than half the hours I will earn this ye ded to me during either the current is a	Changed On 13:04 CDT 09:07/2007 to the leave account of an approved leave recipient. It gibls leave year, the amount of leave I am transferrin, x. I understand that my decision to transfer leave I and	CH This recipient is not my in g may not exceed the no to revocable. If a suffic Sonate my pro-rated sho	ARMING, PRINCE P (198)  Inmediate supervisor. As of the date indicated below, I have enough interest of hours remaining in the leave year for which I am scheduled erich balance of unused leave remains after the recipier(IDs medical eric balance).	Had his mouth wired shut, annual leave in my account to cover this amount, to work. The amount of annual leave I am transfe mergency has terminate, I can elect to have a pro

3. After submitting the request, the user is returned to the request. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

# Request to Donate Annual/Restored Leave for CHARMING, PRINCE P (0) Leave Request Number: 9999-00019 Imitiated by: CHARMING, PRINCE P (0) Status: Pending Final Approval by NSSC PAYROLL OFFICE Apply Comments Amount of AllitUAL LEAVE to be donated Amount of RESTORED AllitUAL LEAVE to be donated It the hours I donate are returned unused, I prefer the hours to be returned in: Hext Leave Year Comments (include justification)

4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

# Request Procedure to Donate Leave outside NASA:

 From the employee Leave Balance page, click on the Donate Leave outside NASA request form.



2. All fields are required. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy, read the certification and privacy act statements, and then click SUBMIT REQUEST (located beneath the privacy act statement)

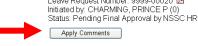
#### Request to Donate Annual/Restored Leave Outside Agency for CHARMING, PRINCE P (198) E Initiated by CHARMING, PRINCE P (198) Status: Editing This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button. Continue Amount of ANNUAL LEAVE to be donated 8.0 Relationship of leave donor to leave recipient (if any) none 0.0 Amount of RESTORED ANNUAL LEAVE to be donated Hame of NASA contact who can provide further information FAA Debbie Percival 123 Anywhere Street 256-544-5525 Agency's address Pennsylvania Agency's state PA 12345 Agency's zip Name of Outside agency contact who can provide further Farmer Dell Address 123 Anywhere Street State PA 301-123-4567 301-123-4568 Fax Number ld Status Changed On Changed By Certification: Trequest that armual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if a my projected to forfed annual leave during this leaves year, the amount of serve is an interesting may not exceed the municipient of hours remaining in the leave year for which I am scheduled to work. The amount of annual leave an transferring also is not more than hard the hours I will earn this year. Linderstand that my decided not be remained, I can leave the recipient the sended emergency has termined, I can leave to have a provided share returned to me during either the current leave year or the following leave, or I can elect to disorder my pro-rated share returned to me during either the current leave year or the following leave, or I can elect to disorder my pro-rated share to another leaves exceptent. However, to do so, I must remain employed by a Federal agency and be subject to chapter 63 of title 5, United States Colo, I have not been electly or indirectly infinited, invested of the color of the purpose of donating or using leave in electly or indirectly infinited, invested or covered, or promised any been they are employed to the purpose of donating or using leave in each electly or indirectly infinited, invested in the purpose of donating or using leave in exception. And Statements Into in this program is voluntary, however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to al, State, or local law enforcement agency where there is an indication of a violation or potential violation of twill or criminal law, rule, or regulation, or to another agency or court when the Government is party to a suit. Public Law 104-134 (April 26, quites that any person dionip business with the Federal Government furnishe a social security number or tax identification number is an amendment to little 31, Section 7071. Furnishing the social security number, as well as other data, is y, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those Submit Request 3. After submitting the request, the user is returned to the request. At this point, the

3. After submitting the request, the user is returned to the request. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

Request to Donate Annual/Restored Leave Outside Agency for CHARMING, PRINCE P (0) 

Leave Request Number 9999-00020 

□



Withdraw

4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

## Request Procedure to Donate Leave – Emergency Transfer Program:

 From the employee Leave Balance page, click on the Donate Leave – Emergency Transfer Program request form.



LEAVE FORM REQUESTS for CHARMING, PRINCE P				
Create Request for Advance Sick Leave	Create a new request to receive sick leave advance.			
Create Request to Become Leave Share Recipient	Create a new request to receive donated leave.			
Donate Leave within NASA	Initiate process to donate annual/restored leave within NASA.			
Donate Leave outside NASA	Initiate process to donate annual/restored leave outside NASA.			
Donate Leave - Emergency Transfer Program	Initiate process to donate annual/restored leave under declared emergencies (Other Federal Agency).			
List Pending Leave Form Requests	List pending leave form requests.			

 All fields are required. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy and then click SUBMIT REQUEST.

# Request to Donate Annual/Restored Leave for Emergency Transfer Program for CHARMING, PRINCE P (198) ■

nit Request		
12.0		
Hurricane Debbie		
unt. I understand that i nsferring also is not I to have a pro-rated act to chapter 63 of titl		
y also be disclosed to aw 104-134 (April 26, s other data, is flecting those		
bje la:		

3. After submitting the request, the user is returned to the request. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

# Request to Donate Annual/Restored Leave for Emergency Transfer Program for CHARMING, PRINCE P



4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

# **Approval Procedure:**

The request will be reviewed by the NASA Shared Service Center (NSSC) Payroll Office. If modifications are necessary (example: employee does not have adequate

Web-Based Time and Attendance Distribution System leave to donate) an email notification notating the modifications will be sent to the employee.

## Result:

The request to donate leave has been completed. The request is now routed to the NSSC Payroll office for final approval or disapproval.

Upon approval, the request will be processed in the payroll system.

# **Special Considerations:**

The request can not be withdrawn once it is approved. The form can be printed by clicking the PDF icon next to the leave request number.